



# State of Alabama

## Department of

# Examiners of Public Accounts

### PURPOSE OF EXAMINATION

To establish an eligible register from which to fill present and future vacancies in the Department of Examiners of Public Accounts.

### HOW TO APPLY

Use an official Application for Examination form that may be obtained from any local Alabama Employment Service Office, State Personnel Department, or on-line @ [www.personnel.state.al.us](http://www.personnel.state.al.us). Submit applications to the Department of Examiners of Public Accounts at P.O. Box 302251, Montgomery, AL 36130-2251. Additional information may be obtained by contacting the Personnel Section of the Examiners of Public Account at 334-242-9200 or [personnel@examiners.state.al.us](mailto:personnel@examiners.state.al.us). This announcement will remain open until further notice.

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### ACCOUNTS EXAMINER I (10641)

**SALARY RANGE \$34,903.20 – \$46,788.00**

#### KIND OF WORK

This is entry-level professional auditing work involving the examination of the records and accounts of state agencies, colleges, school systems, and local governments. Employees in this class assist in verifying accounts, payrolls, invoices, and expenditures of state departments or local and county government units for correctness and legality; reconcile book balances with bank balances; examine and verify revenues from various sources; prepare work sheets, schedules, and exhibits; and perform related work as required. **NOTE!** Travel is required and work assignments are not limited to a single county or a series of counties. Most assignments permit daily commuting but the remainder requires leaving home on Monday morning and returning home on Friday evening. Employees receive additional subsistence pay when they perform official duties away from their base within the state. An additional mileage reimbursement is allowed when the employee uses their own automobile in performing such duties.

#### QUALIFICATIONS

Graduation from a four-year college or university with a major in accounting. College seniors who are in their last quarter or semester will be admitted to the examination, but cannot be certified for appointment until they receive their degrees. **NOTE! Please attach a list of all accounting courses to the application.**

#### KIND OF EXAM AND WHO MAY APPLY

A written examination will be administered to all applicants meeting the minimum qualifications. The examination will measure the applicants' knowledge of generally accepted auditing standards (GAAS), English grammar, math, auditing terminology, accounting terminology, governmental accounting, generally accepted accounting principles (GAAP), and their ability to read and comprehend written materials and exercise professional judgement. An Open Competitive register will be established for all qualified applicants. The written test will constitute 100% of the grade.

#### SPECIAL NOTE

Applicants may bring a small battery operated or solar powered calculator that performs basic functions such as addition, subtraction, multiplication, division, square roots, or percentages. State Personnel will not supply calculators or batteries, nor will an applicant be rescheduled due to a malfunctioning calculator. Applicants are not allowed to borrow or share calculators with other test takers. Calculators may be subject to inspection by test monitors. **NOTE! A picture I.D. must be presented by all applicants at the test site for admission into the examination center.**

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### ACCOUNTS EXAMINER II (10642)

**SALARY RANGE \$38,515.20 – \$58,372.80**

#### KIND OF WORK

This is professional auditing work at the full performance level and frequently involving supervisory responsibilities in the examination of the records and accounts of state and local government agencies, offices, and entities.

#### REQUIRED KNOWLEDGES, SKILLS, & ABILITIES

Considerable knowledge of generally accepted accounting principles (GAAP); of generally accepted auditing standards (GAAS); of business law and the laws governing the organizations to be audited; and of office procedures and standard office machines and equipment. Ability to evaluate moderately difficult accounting problems and to organize and develop pertinent accounting and related data; to present clear and concise reports; to plan, organize, and supervise the work of subordinates, and to review and evaluate work results; to detect violations and non-compliance, and to explain irregularities; to establish and maintain effective working relationships with superiors, associates, subordinates, and officials of organizations dealt with; and to deal with controversial matters in a tactful manner.

#### WHO MAY APPLY

Employees of the Examiners of Public Accounts who have current permanent status as an Accounts Examiner I and 18 months' experience in that class.

#### KIND OF EXAM

Qualified applicants will be evaluated on their training and experience as shown on their application. This evaluation will comprise 95% of the final grade, with the remaining 5% being based on the average of the applicants' performance ratings for the last three years.

**NOTE!** Veteran's credits are not allowed on promotional examinations.

**The State of Alabama is an equal opportunity employer**

(Rev. 9-1-2006)